

**BOROUGH COUNCIL AGENDA  
REORGANIZATION MEETING JANUARY 1, 2024  
3:00 P.M.**

Introductory Business

Reading of Sunshine Notice

Invocation by Rabbi Bennett Miller

Pledge of Allegiance

Swearing in of Mayor-Elect Busch by the Honorable Congressman Frank Pallone

Swearing in of Councilmember-Elect Tyler Kandel and Councilmember-Elect Vinita Jethwani by the Honorable Congressman Frank Pallone

Roll Call of 2024 Borough of Metuchen Council

Election of Council President

Mayor's Annual Address

Public Comment

Ordinances - Introduction

Ord. 2024-01                   ORDINANCE TO AMEND §110-201 (ESTABLISHMENT; MEMBERSHIP) IN ARTICLE 51 (ZONING BOARD OF ADJUSTMENT), IN PART V (ORGANIZATION, POWERS AND PROCEDURE) IN CHAPTER 110 (LAND DEVELOPMENT) OF THE CODE OF THE BOROUGH OF METUCHEN TO INCREASE THE NUMBER OF ALTERNATE MEMBERS OF THE BOARD TO FOUR ALTERNATE MEMBERS

Ord. 2024-02                   BOND ORDINANCE AMENDING A BOND ORDINANCE FINALLY ADOPTED APRIL 10, 2023 BY THE BOROUGH COUNCIL OF THE BOROUGH OF METUCHEN, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, IN ORDER TO PROVIDE FOR CHANGES THEREIN

New Business Consent Agenda – Resolution 2024-01 to Resolution 2024-60

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| R2024-01 | RESOLUTION ADOPTING RULES AND REGULATIONS OF THE METUCHEN BOROUGH COUNCIL FOR 2023                         |
| R2024-02 | RESOLUTION SETTING BOROUGH COUNCIL MEETING DATES FOR 2023  |
| R2024-03 | RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS   |
| R2024-04 | RESOLUTION APPOINTING COUNCILMEMBERS AS LIAISONS TO BOARDS AND COMMISSIONS                                 |
| R2024-05 | RESOLUTION AUTHORIZING CHECK SIGNATORIES   |
| R2024-06 | RESOLUTION AUTHORIZING CHECK SIGNATORIES FOR COURT AND ELECTION ACCOUNTS                                   |
| R2024-07 | RESOLUTION AUTHORIZING DEPOSITORY INSTITUTIONS   |
| R2024-08 | RESOLUTION AUTHORIZING INTEREST RATE ON DELINQUENT TAXES   |
| R2024-09 | RESOLUTION SETTING RATE FOR DELINQUENT REAL ESTATE TAXES - YEAR END PENALTY                                |
| R2024-10 | RESOLUTION AUTHORIZING CANCELLATION TAX OVERPAYMENTS OR DELINQUENT AMOUNTS LESS THAN TEN DOLLARS (\$10.00) |
| R2024-11 | RESOLUTION AUTHORIZING ADOPTION OF A TEMPORARY BUDGET FOR 2024   |
| R2024-12 | RESOLUTION APPOINTING INSURANCE FUND COMMISSIONER  |
| R2024-13 | RESOLUTION APPOINTING CLASS II MEMBER OF PLANNING BOARD  |
| R2024-14 | RESOLUTION APPOINTING CLASS III PLANNING BOARD MEMBER  |
| R2024-15 | RESOLUTION APPOINTING RIGHT TO KNOW COORDINATOR  |

- R2024-16 RESOLUTION APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER
- R2024-17 RESOLUTION AUTHORIZING APPOINTMENT OF MUNICIPAL HOUSING LIAISON
- R2024-18 RESOLUTION APPOINTING PARKING ENFORCEMENT OFFICERS
- R2024-19 RESOLUTION APPOINTING CROSSING GUARDS
- R2024-20 RESOLUTION APPOINTING HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE MEMBERS
- R2024-21 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH ENGINEER
- R2024-22 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH ATTORNEY
- R2024-23 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR TAX APPEAL ATTORNEY
- R2024-24 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH LABOR RELATIONS ATTORNEY
- R2024-25 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH PLANNER
- R2024-26 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH AUDITOR
- R2024-27 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH BOND COUNSEL
- R2024-28 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR MUNICIPAL FINANCIAL ADVISOR
- R2024-29 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH WASTEWATER ENGINEER
- R2024-30 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH REDEVELOPMENT COUNSEL
- R2024-31 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR MUNICIPAL PROSECUTOR SERVICES

- R2024-32 RESOLUTION REAPPOINTING MUNICIPAL JUDGE
- R2024-33 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH ARTS DISTRICT REDEVELOPMENT PLANNER
- R2024-34 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR AFFORDABLE HOUSING/COAH ATTORNEY
- R2024-35 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH AFFORDABLE HOUSING/COAH PLANNER/CONSULTANT
- R2024-36 RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR BOROUGH AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES
- R2024-37 RESOLUTION APPROVING REAPPOINTMENTS AND APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS
- R2024-38 RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR BOROUGH AFFORDABLE HOUSING AFFORDABILITY ASSISTANCE PROGRAM SERVICES
- R2024-39 RESOLUTION APPOINTING MUNICIPAL PUBLIC DEFENDER
- R2024-40 RESOLUTION APPOINTING AUXILIARY POLICE OFFICERS FOR THE CALENDAR YEAR 2024
- R2024-41 RESOLUTION AUTHORIZING THE EXTENSION OF COMPETITIVE CONTRACT FOR INFORMATION TECHNOLOGY SUPPORT AND CONSULTANT SERVICES FOR A TERM OF ONE YEAR
- R2024-42 RESOLUTION APPOINTING C-3 SANITARY SEWER COLLECTION SYSTEM OPERATOR AS A BOROUGH OF METUCHEN EMPLOYEE
- R2024-43 RESOLUTION APPROVING HEALTH INSURANCE THIRD PARTY ADMINISTRATOR AND NETWORK
- R2024-44 RESOLUTION APPOINTING AND AWARDED A CONTRACT TO ACRISURE, LLC AS THE RISK MANAGEMENT

CONSULTANT FOR THE BOROUGH OF METUCHEN

- R2024-45 RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDING FOR THE YEAR 2024 OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF METUCHEN AND RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY FOR THE PROVISION OF E9-1-1 EMERGENCY COMMUNICATIONS AND RADIO DISPATCHING SERVICES
- R2024-46 RESOLUTION AUTHORIZING THE ENTRY INTO AND THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF METUCHEN AND THE TOWNSHIP OF WOODBRIDGE FOR THE PROVISION OF AS NEEDED FOR VARIOUS SERVICES FROM THE WOODBRIDGE DEPARTMENT OF PUBLIC WORKS
- R2024-47 RESOLUTION AUTHORIZING THE ENTRY INTO AND THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF METUCHEN AND THE TOWNSHIP OF WOODBRIDGE FOR THE PROVISION OF TAX ASSESSOR SERVICES
- R2024-48 RESOLUTION AUTHORIZING SOMERSET COUNTY COOPERATIVE CONTRACT FOR RECAPPING TIRE AND SOLID TIRE REPLACEMENT
- R2024-49 RESOLUTION AUTHORIZING THE AWARD FOR AUTOMOTIVE LUBRICANTS THROUGH STATE CONTRACT
- R2024-50 RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR INTERNET ACCESS – WINDOW CONTRACT
- R2024-51 RESOLUTION AUTHORIZING PURCHASE FROM SOMERSET COUNTY COOPERATIVE PRICING UNLEADED GASOLINE, 87 OCTANE
- R2024-52 RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR AUTOMOTIVE PARTS AND ACCESSORIES
- R2024-53 RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR MAINTENANCE AND REPAIR OF HEAVY DUTY VEHICLES – STREET SWEEPER
- R2024-54 RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR MAINTENANCE AND REPAIR OF HEAVY DUTY VEHICLES - SANITATION EQUIPMENT

- R2024-55 RESOLUTION AUTHORIZING THE PURCHASE OF FACILITIES MAINTENANCE AND REPAIR OPERATIONAL AND INDUSTRIAL SUPPLIES THROUGH STATE CONTRACT
- R2024-56 RESOLUTION AUTHORIZING STATE CONTRACT FOR AUTOMOTIVE PARTS AND ACCESSORIES
- R2024-57 RESOLUTION AUTHORIZING STATE CONTRACT PURCHASE FOR ROCK SALT AND TREATED SALT
- R2024-58 RESOLUTION AUTHORIZING PURCHASE FROM SOMERSET COUNTY COOPERATIVE PRICING FOR RED DYED #2 DIESEL FUEL (ULTRA LOW SULFUR DIESEL), RED DYED WINTER BLEND DIESEL AND FUEL OIL-FIRST YEAR CC-0036-23
- R2024-59 RESOLUTION AUTHORIZING THE AWARD FOR PARTS AND MAINTENANCE AND REPAIR FOR VEHICLES THROUGH STATE CONTRACT
- R2024-60 RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH SPECIAL COUNSEL

Closing

Benediction by Rabbi Bennett Miller

Adjournment

The Borough of Metuchen does not discriminate against persons with disabilities. Those individuals requiring auxiliary aids and services were necessary must notify the ADA Coordinator of the Borough of Metuchen at least seventy-two (72) hours in advance of the meeting or scheduled activity.

**ORDINANCE 2024-01**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**ORDINANCE TO AMEND § 110-201 (ESTABLISHMENT; MEMBERSHIP) IN ARTICLE 51 (ZONING BOARD OF ADJUSTMENT), IN PART V (ORGANIZATION, POWERS AND PROCEDURE) IN CHAPTER 110 (LAND DEVELOPMENT) OF THE CODE OF THE BOROUGH OF METUCHEN TO INCREASE THE NUMBER OF ALTERNATE MEMBERS OF THE BOARD TO FOUR ALTERNATE MEMBERS**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF METUCHEN:**

**SECTION 1.** § 110-201 (Establishment; Membership) in Article 51 (Zoning Board of Adjustment), in Part V (Organization, Powers and Procedure) in Chapter 110 (Land Development) of the Code of the Borough of Metuchen is hereby amended to read as follows:

**§ 110-201. Establishment; membership**

There is hereby established, pursuant to N.J.S.A. 40:55-69, a Zoning Board of Adjustment consisting of seven regular members and ~~two~~four alternate members as hereinafter provided.

A. Regular members: Seven residents of the Borough who shall be nominated by the Mayor subject to confirmation, following advice and consent, by the Borough Council in the manner provided for other appointments under the Borough Act, as set forth at N.J.S.A. 40A:60-5(g) and N.J.S.A. 40A:60-6(d). Regular members shall serve for a term of four years

B. Alternate members: Not more than ~~two~~ four alternate members to be appointed by the Mayor. Such alternate members shall be designated by the Mayor as "Alternate No. 1," ~~and~~ "Alternate No. 2," Alternate No. 3, and Alternate No. 4. Alternate members may participate in discussions of the proceedings, but may not vote except in the absence or disqualification of a regular member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote, then Alternate No. 2, etc. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. Alternate members shall meet the qualifications pertaining to regular members of the Zoning Board of Adjustment. Alternate members shall serve for a term of two years, except that the terms of no more than two alternate members shall expire in any one year.

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION 3.** If any portion of this ordinance shall be determined to be invalid, such determination shall not affect the validity of the remaining portions of said ordinance.

**SECTION 4.** This ordinance shall take effect upon final passage and publication in accordance with law and upon filing with the Middlesex County Planning Board.



**ORDINANCE 2024-02**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**BOND ORDINANCE AMENDING A BOND ORDINANCE  
FINALLY ADOPTED APRIL 10, 2023 BY THE BOROUGH  
COUNCIL OF THE BOROUGH OF METUCHEN, IN THE  
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, IN ORDER  
TO PROVIDE FOR CHANGES THEREIN**

**BE IT ORDAINED** BY THE BOROUGH COUNCIL OF THE BOROUGH OF METUCHEN, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY (the “Borough) (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

Section 1. The bond ordinance of the Borough, finally adopted April 10, 2023 and entitled, “Bond Ordinance Appropriating \$2,913,615 and Authorizing \$2,355,000 Bonds or Notes of the Borough for Various Improvements and Purposes Authorized to be Undertaken by the Borough of Metuchen, in the County of Middlesex, New Jersey” (the “Original Ordinance”), is hereby amended as follows:

(i) all references in the Original Ordinance to the appropriation or cost of “\$2,913,655” are hereby deleted and “\$3,383,892” is substituted in lieu thereof.

(ii) all references in the Original Ordinance to the down payment of “\$125,000” are hereby deleted and “\$595,277” is substituted in lieu thereof.

Section 2. All other details of the Original Ordinance shall remain the same.

Section 3. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law, constituting Chapter 2 of Title 40A of the New Jersey Revised Statutes.

**RESOLUTION 2024-01**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION ADOPTING RULES AND REGULATIONS OF THE METUCHEN  
BOROUGH COUNCIL FOR 2024**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that the following Rules and Regulations be and the same are hereby adopted as the rules and regulations of the Council for the year **2024** to continue in full force and effect until altered, amended, or made void by appropriate action of the Council.

**RULE ONE**

Regular meetings of the Council shall be held in the Borough Hall on Mondays of each month, or as otherwise noted, at the hour of seven thirty (7:30) p.m. provided, however, that in the event any such meeting shall fall due upon a legal holiday, then such regular meeting shall be held on the Tuesday following such legal holiday to be held at Borough Hall.

Special meetings shall be called and held as provided for by statute, and upon written notice, designating the time and place of meeting, signed by the Mayor or by four members of the Council, which notice shall be given to all members of the Council personally or left at their place of residence at least forty-eight (48) hours before the time of the meeting. Emergency meetings as provided in Open Public Meetings Act may be called on such notice as required by law.

Adjourned meetings shall be called to order and held at the time and place appointed by the motion or resolution under which it is held.

Agenda meetings of the Council shall be held at Borough Hall at the beginning of each regularly scheduled meeting of the Council. If agenda meetings fall upon a legal holiday, then such agenda meeting shall be held on the Tuesday following such legal holiday to be held at Borough Hall. The meeting shall begin at 7:30 p.m.

**RULE TWO**

The Mayor shall preside at all meetings; in their absence the President of the Council shall preside; and in their absence, the senior member of the Council shall preside.

**RULE THREE**

The order of business at regular meetings shall be as follows:

1. Announcement of compliance with the Open Public Meetings Act, Invocation, Pledge of Allegiance and Roll Call
2. Agenda Session
3. Comments from the Public
4. Proclamations or Resolutions Honoring
5. Approval of Minutes
6. Public Hearings and Action on Ordinances
7. Introductions and Action on Ordinances
8. Communications Consent Agenda

9. Other Communications
10. Report of Officers
11. Report of the Borough Administrator
12. Report of Borough Council Members
13. Report of the Mayor
14. New Business Consent Agenda
15. Other New Business
16. Adjournment

#### **RULE FOUR**

The order of business for agenda meetings shall be generally as follows:

1. Announcement of compliance with the Open Public Meetings Act and Roll Call
2. Items for the regular agenda meeting
3. Reports of Council members
4. Report of Mayor
5. Reports of other Borough Officials
6. Meetings with any other persons or bodies
7. Any other business including items from which public may be excluded under Open Public Meetings Act
8. Adjournment

#### **RULE FIVE**

Every ordinance and resolution submitted for the consideration of Council shall be in writing. Every ordinance so submitted, including amendments to existing ordinances, shall be accompanied by a brief interpretive statement explaining the purpose of the ordinance or amendments. Any amendments to existing ordinances shall be provided in “redline” format when necessary showing the original text, along with proposed changes. No ordinance, or amendment to existing ordinance, shall be introduced unless a copy thereof is made available to each Councilmember no later than three days prior to the meeting at which the ordinance shall be introduced. The Council shall not be asked to consent to the appointment of officers of the Borough or members of Advisory Boards, Commissions and Committees, unless the name of the nominee for appointment is made known to each Councilmember no later than three days prior to the meeting at which consent shall be asked. The Council President shall be notified of all items on the agenda.

#### **RULE SIX**

##### **A. In General**

Since no substantive action will ordinarily be taken at agenda meetings, the only votes contemplated at such meetings are those to determine whether a matter will be placed on the agenda for the regular meeting, any points of order, and motions in respect to adjournment. Such votes shall be by a majority of members present, with the presiding officer voting only in case of a tie. However, nothing herein shall preclude the Council to adopt resolutions at agenda meetings to act on matters from which the public may be excluded pursuant to Sections 7 and 8 of the Open Public Meetings Act, or to vote on holding emergency meetings pursuant to the requirements of said Act. Procedure at agenda meetings not specifically set forth herein shall be governed by the rules hereinafter applicable to regular meetings.

**B. Consent Agenda**

The Council may establish a Consent Agenda for any regular or special meeting. The consent agenda shall apply to communications, resolutions and motions but shall not apply to ordinances. The Consent Agenda may then be approved by motion, by majority vote, without the necessity of the Borough Clerk reading the title or the actual body of the communications, resolutions, and motions on the consent agenda. If at any time prior to the adoption of the consent agenda at the regular meeting or special meeting, any Councilmember objects to placing or the existence of an item on the consent agenda, the matter shall be promptly deleted from the consent agenda and shall be voted on separately.

**RULE SEVEN**

A quorum for all meetings shall consist of four Councilmembers, or the Mayor and three Councilmembers.

**RULE EIGHT**

The order of business of agenda meetings may be modified by a vote of the majority of Councilmembers present.

**RULE NINE**

The Borough Clerk is directed to take the minutes of all meetings, which shall be distributed to all Council members.

**RULE TEN**

When a question is under debate, no motion shall be in order unless for recess, to lay on the table, to call the previous question, to postpone, to refer, or to amend, and these shall be precedence in the order in which they are named, the first three of which shall be decided without debate. A motion to refer, until it is decided, shall preclude all amendments for the main question.

**RULE ELEVEN**

The ayes and nays may be called by a member, and being called, the names of those who voted for or against the question, or abstained, if requested by any member, shall be entered in the minutes.

**RULE TWELVE**

When a member intends to speak upon a question, they shall acknowledge the chair only in their opening remarks; thenceforth they shall confine themselves to the question and avoid personalities. Should more than one member rise to speak at the same time, the presiding officer shall determine who is entitled to the floor.

**RULE THIRTEEN**

The previous question may be called for by any member, and if seconded, shall be put in this form, "Shall the main question be put?", and until it is decided, shall preclude all amendments to the main question and all further debate.

**RULE FOURTEEN**

Any member may call another to order while speaking when the debate shall be suspended, and the member shall not speak until the point of order is determined. When the appeal from the decision of the chair is called for, no other question but the point of appeal shall be debated, when the question shall be put, "Shall the decision of the chair be sustained?"

**RULE FIFTEEN**

When any question is stated, and by Council agreed to be put, no member shall be at liberty to withhold their vote without the consent of the Council.

**RULE SIXTEEN**

A motion to adjourn shall always be in order and decided without debate.

**RULE SEVENTEEN**

The proceedings of the Council where not specifically mentioned herein, shall be governed by Robert's Rules of Order.

**RULE EIGHTEEN**

Except as otherwise provided by law, all action of the Council, including the passage of ordinances, resolutions, creations of committees and the appointments or consent to the appointments of any officers of the Borough or members of advisory boards, commissions or committees, shall be by a majority vote of those members of the Council present.

**RULE NINETEEN**

Except as otherwise provided by law or specific rule, the Mayor shall appoint the Chair of all committees. It shall be the Chair's duty to give notice of the time and place of meetings for the purpose of preparing the business for which they are appointed.

**RULE TWENTY**

The names of members of the Council, when called by the Clerk on any questions, shall be called alphabetically, with the Presiding Officer's name called last. Reports of Councilmembers shall be given in reverse alphabetically by order except that the Council President shall be first.

**RULE TWENTY-ONE**

All bills shall be itemized and certified to by the claimant as being correct, just, and true. Before any bills shall be presented to the Council for payment, it shall have first been certified by the

officer incurring the indebtedness. Before payment all vouchers must be approved and signed by the Administrator.

#### **RULE TWENTY-TWO**

No rule of this Council or part thereof shall be amended, suspended, or superseded without at least the consent of two-thirds of the entire Council, except as provided in Rule Seven.

#### **RULE TWENTY-THREE**

All rules of the Borough Council heretofore adopted and inconsistent herewith are and the same are hereby repealed.

#### **RULE TWENTY-FOUR**

The Presiding Officer at the commencement of every meeting shall announce publicly and shall cause to be entered in the minutes of the meeting an accurate statement that adequate notice had been given to the public of the time, place of the meeting, and the manner in which said notice was given, Section 5 of the Open Public Meetings Act.

#### **RULE TWENTY-FIVE**

The Borough Clerk shall be the Borough official responsible for posting, mailing, and filing of the "Adequate Notice" of meetings as provided in the Open Public Meetings Act including an annual schedule of meetings and any revisions thereof as set forth in Section 13 of said act.

#### **RULE TWENTY-SIX**

The Borough Clerk shall be the Borough official responsible for making minutes of Council meetings available to the public pursuant to Section 9 of the Open Public Meetings Act, and the mailing of regular meeting schedules or revisions thereof to persons requesting same under Paragraph 14 of said act.

#### **RULE TWENTY-SEVEN**

Public comment shall be afforded all members of the general public at each regular and special meeting of the Mayor and Borough Council. Any member of the general public desiring to address the governing body shall do so upon recognition of said speaker by the Mayor or Presiding Officer. The speaker shall first identify themselves by name and address. The speaker shall be permitted to address the governing body on any topic that is for the good and welfare of the general public. Public comments, questions, or other reasons for an appearance at the meeting shall be limited to five (5) minutes per speaker. Persons making public comments are not permitted to yield their allotted time to another individual. No questioning of individual members of Council shall be permitted by any speaker. In the event a speaker wished to pose a question to any individual member, they shall address the question to the Mayor or Presiding Officer, the time limitation imposed by this Rule may be waived or modified by the Mayor or Presiding Officer or by a majority of the Council Members present, upon motion duly made and seconded. No member of the public shall be allowed to poll the council on any issue. The Mayor or the Presiding Officer shall on all

R2024-01

occasions preserve the strictest order and decorum and shall cause the removal of all persons who interrupt the orderly proceedings of the Governing Body.

**RESOLUTION 2024-02**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION SETTING BOROUGH COUNCIL MEETING DATES FOR 2024**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that the following meeting schedule for 2024 for the Borough Council be established:

2024 Reorganization Meeting

January 1, 2024 at 3:00 p.m.

2024 Regular Council Meetings

January 17 (Wednesday)

January 29

February 12

March 4

March 25

April 8

April 29

May 13

June 3

June 24

July 22

August 12

September 9

September 23

October 7

October 28

November 18

December 9

2025 Reorganization Meeting

January 1, 2025 at 3:00 p.m.

**BE IT RESOLVED** that, unless otherwise noted, all regular meetings will begin at 7:30 p.m. in the Council Chambers of Borough Hall, 500 Main Street, Metuchen, New Jersey 08840.



**RESOLUTION 2024-03**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

**WHEREAS**, N.J.S.A.40:53-1 provides that the Governing Body of every municipality may designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by said municipalities; and

**WHEREAS**, it appears for the best interest of the Borough of Metuchen that official newspapers shall be designated for the convenience of all individuals, taxpayers, firms, and corporations interested in such ordinances, public notices and legal advertisements required by law to be published.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that the Home News Tribune and the Star Ledger are hereby designated as the official newspapers of the Borough of Metuchen, and that such municipal notices, ordinances, public notices, election notices, and all other advertising required by law to be published shall be published in any of the official newspapers of the Borough of Metuchen in accordance with law.

**RESOLUTION 2024-04**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING COUNCILMEMBERS AS LIAISONS  
TO BOARDS AND COMMISSIONS**

**BE IT RESOLVED** that the Boards, Commissions, Committees, and Offices hereby listed shall have the following members of the Mayor and Council as Liaison for legislative purposes:

Jonathan Busch  
Mayor

Planning Board (Class I Member)  
Finance Committee  
Personnel Committee

Joel Branch  
Councilmember

Arts Council  
Human Relations Commission  
Recreation Commission  
TV and Technology Advisory Committee

Jason Delia  
Councilmember

Parking Authority  
Planning Board (Class III Member)  
Traffic and Transportation Committee  
Finance Committee  
Personnel Committee  
Board of Education  
Metuchen Downtown Alliance  
Traffic and Transportation/Middlesex County

Dorothy Giamboi  
Councilmember

Environmental Commission  
Senior Citizen Commission  
Shade Tree Commission  
Personnel Committee  
Green Team

Lisa Hyman  
Councilmember

Board of Health  
Metuchen CARES Committee  
Parade Commission  
Personnel Committee (Alternate)

Vinita Jethwani  
Councilmember

Library Board of Trustees  
Metuchen EMS  
Finance Committee

Tyler Kandel  
Councilmember

Emergency Management Committee  
Historic Preservation Committee  
Pool Commission  
Finance Committee (alternate)  
Fire Department

**BE IT FURTHER RESOLVED** that where any Councilmember cannot carry out his or her liaison or is absent for any reason, the Mayor shall appoint in their absence another Councilmember to discharge said duty.

**BE IT FURTHER RESOLVED** that the Mayor with the advice and consent of the Council, or the Council by motion, or resolution by majority vote may establish committees for special projects. Membership of said committee shall be appointed by the Mayor with the consent of the Council or by resolution of the Council by majority vote.

**RESOLUTION 2024-05**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING CHECK SIGNATORIES**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen, that the Mayor and Borough Treasurer and/or Council President are the persons designated to execute all checks on behalf of the Borough of Metuchen.

**RESOLUTION 2024-06**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING SIGNATORIES FOR COURT  
AND ELECTIONS ACCOUNTS**

**WHEREAS**, Revised Statute NJSA 40:3-25 provides that moneys held in any separate fund, i.e., General Account, Capital Fund, Trust Account and all Escrow Accounts, shall be treated as moneys held in trust and shall not be diverted to any other purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, County of Middlesex and State of New Jersey that the TD Bank Court General and Court Bail Account, and that the custodian shall be Rebecca Cuthbert, Chief Financial Officer. All disbursements for these accounts shall be made by checks signed by:

Judge James Hoebich  
Wahjira Williams-Fisher, Court Administrator  
Barbara D. Stone, Deputy Court Administrator

**BE IT FURTHER RESOLVED** that all disbursements from the Election account shall be made by checks signed by:

Deborah Zupan, Borough Clerk

**RESOLUTION 2024-07**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING DEPOSITORY INSTITUTIONS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that the following banks and associations are hereby designated as depositories of the Borough of Metuchen from the date hereof wherein all public monies and funds of the Borough shall be kept for 2024:

Wells Fargo  
Manasquan Bank  
New Jersey Cash Management Fund  
Northfield Bank  
Community Bank  
Summit Bank  
Bank of America  
TD Bank

**RESOLUTION 2024-08**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING INTEREST RATE ON DELINQUENT TAXES**

**WHEREAS**, under N.J.S.A. 54:4-67 the Governing Body may fix the rate of interest to be charged for the nonpayment of taxes or assessments.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that the interest rate to be charged by the Borough of Metuchen on delinquent taxes, assessments and other municipal liens, is hereby fixed at 8% per annum on the first \$1,500 on the delinquency and 18% on any amount in excess of \$1,500, to be calculated from the date the tax was payable until the date of actual payment, effective immediately.

**RESOLUTION 2024-09**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION SETTING RATE FOR DELINQUENT  
REAL ESTATE TAXES - YEAR END PENALTY**

**WHEREAS**, Chapter 75 of the Laws of 1991 were passed by the State Legislature regarding penalties for nonpayment of real estate taxes; and

**WHEREAS**, said penalties were codified in N.J.S.A. 54:4-67; and

**WHEREAS**, the Borough of Metuchen has and will in the future have delinquent taxpayers; and

**WHEREAS**, the Borough of Metuchen wished to avail itself of the opportunity to assess penalties pursuant to Chapter 75 of the Laws of 1991.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. That portion of Chapter 75 of the laws of 1991 are hereby adopted by the Borough of Metuchen wherein penalties shall be assessed to taxpayers with a delinquency in excess of \$10,000.00 who fail to pay under that delinquency prior to the end of the calendar year in the amount of 6% which is the maximum allowed by statute.



**RESOLUTION 2024-10**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING CANCELLATION TAX OVERPAYMENTS OR  
DELINQUENT AMOUNTS LESS THAN TEN DOLLARS (\$10.00)**

**WHEREAS**, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts less than ten dollars (\$10.00); and

**WHEREAS**, the Governing Body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than ten dollars (\$10.00).

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that the Tax Collector be and is hereby authorized to cancel said tax amounts as deemed necessary.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Borough Auditor.

**RESOLUTION 2024-11**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING ADOPTION OF A TEMPORARY BUDGET FOR 2024**

**WHEREAS**, N.J.S. 40A:4-19 provides for the adoption of a temporary budget for the period between January 1, 2024 and the adoption of the annual budget; and

**WHEREAS**, 26.25% of the total appropriations for the year 2023 exclusive of Public Assistance, Municipal Debt Service and Capital Improvement Funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Metuchen, that the following appropriations shall constitute the Temporary Budget for the year 2024.

ADMINISTRATIVE AND EXECUTIVE	S&W	55,000	GARBAGE & TRASH REMOVAL	S&W	114,000
	OE	400,000		OE	30,000
MAYOR	S&W	2,500			
	OE	2,000	RECYCLING	OE	25,000
CLERK	S&W	13,000	SOLID WASTE DISPOSAL		78,000
	OE	500	FORESTRY	S&W	31,000
FINANCIAL ADMINISTRATION	S&W	47,000		OE	10,000
	OE	120,000	BOARD OF HEALTH	S&W	4,000
				OE	500
ASSESSMENT OF TAXES	OE	12,000	PARKS & PLAYGROUNDS	S&W	28,000
COLLECTION OF TAXES	OE	20,000		OE	3,000
LEGAL SERVICES	OE	225,000	RECREATION	S&W	18,000
MUNICIPAL PROSECUTOR	OE	30,000		OE	3,000
PUBLIC DEFENDER	S&W	22,500	SENIOR CITIZEN BUS	S&W	5,000
PUBLIC WORKS ADMINISTRATION	S&W	60,000	SENIOR CITIZEN CENTER	S&W	10,000
	OE	90,000		OE	5,000
PUBLIC BUILDINGS & GROUNDS	S&W	29,000	METV	S&W	42,000
	OE	50,000		OE	15,000
PLANNING BOARD	S&W	10,000	CONSTRUCTION CODE OFFICIAL	S&W	38,000
	OE	2,000		OE	15,000
BOARD OF ADJUSTMENT	S&W	13,500	SHADE TREE COMMISSION		500
	OE	35,000	FICA		60,000
GROUP INSURANCE	OE	200,000	SUI		4,000
OTHER INSURANCE	OE	5,000	MUNICIPAL COURT	S&W	28,000
FIRE DEPARTMENT	S&W	3,000		OE	3,000
	OE	80,000	SEWERAGE DISPOSAL		325,000

FIRE HYDRANT SERVICE		81,000	MAINTENANCE OF FREE PUBLIC LIBRARY		200,000
POLICE DEPARTMENT	S&W	700,000	OFFICE OF EMERGENCY MGMT	S&W	2,500
	OE	80,000		OE	9,000
AUXILIARY POLICE	OE	5,000	INTERLOCAL – ANIMAL CONTROL		5,000
UNIFORM FIRE SAFETY ACT	OE	6,000	INTERLOCAL – HEALTH SERVICES		16,000
			JOINT INSURANCE FUND		293,000
ROAD REPAIRS & MAINTENANCE	S&W	80,000	LIBRARY CONSORTIUM		13,000
	OE	170,000	DCRP		5,000
UTILITIES & BULK PURCHASES		280,000	INTERLOCAL – RUTGERS UNIVERITY 911		325,126
ECONOMIC DEVELOPMENT CONTRIB TO SID		50,000	INTERLOCAL – TWP OF WOODBRIDGE-ASSESSOR		39,600
SEWER SYSTEM	S&W	30,000	INTERLOCAL – TWP OF WOODBRIDGE-PUBLIC WORKS		15,000
	OE	60,000			
			CAPITAL IMPROVEMENT FUND		200,000
			PFRS		21,900
			PERS		40,400
SWIMMING POOL	S&W	10,000	<b>TOTAL</b>		<b>5,149,526</b>
	OE	80,000			
<b>POOL TOTAL</b>		<b>90,000</b>			

**RESOLUTION 2024-12**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING INSURANCE FUND  
COMMISSIONER – MELISSA PERILSTEIN**

**WHEREAS**, the Borough of Metuchen is a member of the Central Jersey Municipal Joint Insurance fund; and

**WHEREAS**, pursuant to the by-laws of said Fund the Governing Body shall appoint an Insurance Commissioner to represent the Borough in conducting the business of the Fund.

**NOW, THEREFORE, BE IT RESOLVED** on this 1<sup>st</sup> day of January 2024 by the Mayor and Council of the Borough of Metuchen, County of Middlesex, State of New Jersey, that:

1. Melissa Perilstein, Borough Administrator, be and is hereby appointed Insurance Commissioner for the year 2024 with the right to designate an alternate to act in her place should she be unable to attend any meeting of the Fund.
2. A copy of this Resolution be forwarded to the Central Jersey Municipal Joint Insurance Fund.

**RESOLUTION 2024-13**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING CLASS II MEMBER OF METUCHEN BOROUGH  
PLANNING BOARD – LINDA KOSKOSKI**

**BE IT RESOLVED** by the Borough Council of the Borough of Metuchen that Linda Koskoski, Director of Economic Development, be appointed as a Class II member of the Planning Board, term to expire December 31, 2024.

**RESOLUTION 2024-14**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING CLASS III  
PLANNING BOARD MEMBER – JASON DELIA**

**BE IT RESOLVED** by the Borough Council of the Borough of Metuchen that Councilmember Jason Delia be appointed as a Class III member of the Planning Board, term to expire December 31, 2024.

**RESOLUTION 2024-15**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING RIGHT TO KNOW  
COORDINATOR – DEBORAH ZUPAN**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that Deborah Zupan, Borough Clerk of the Borough of Metuchen, be named the Right to Know Coordinator for year 2024.

**RESOLUTION 2024-16**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING PUBLIC AGENCY COMPLIANCE  
OFFICER – REBECCA CUTHBERT**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that Rebecca Cuthbert be designated as the Public Agency Compliance Officer for Affirmative Action for the purpose of ensuring compliance with Affirmative Action regulations pursuant to P.L. 1975, Chapter 127 (N.J.A.C. 17:27).



**RESOLUTION 2024-17**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING APPOINTMENT OF MUNICIPAL  
HOUSING LIAISON – THOMAS DIMARTINO**

**WHEREAS**, the Governing Body of Borough of Metuchen petitioned the Council on Affordable Housing (COAH) for substantive certification of its Housing Element and Fair Share Plan on July 5, 2006; and

**WHEREAS**, Borough of Metuchen’s Fair Share Plan promotes an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, et. seq.) and COAH’s Third Round Substantive Rules (N.J.A.C. 5:94-1, et. seq.); and

**WHEREAS**, pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq., Borough of Metuchen is required to appoint a Municipal Housing Liaison for the administration of Borough of Metuchen’s affordable housing program to enforce the requirements of N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq.; and

**WHEREAS**, Borough of Metuchen has amended Chapter 110 entitled Land Development – Article 21 Affordable Housing to provide for the appointment of a Municipal Housing Liaison to administer Borough of Metuchen’s affordable housing program.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of Borough of Metuchen in the County of Middlesex, and the State of New Jersey that Thomas DiMartino, Zoning Officer, is hereby appointed by the Governing Body of Borough of Metuchen as the Municipal Housing Liaison for the administration of the affordable housing program, pursuant to and in accordance with Article 21 of Borough of Metuchen’s Land Development Code.

**RESOLUTION 2024-18**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING PARKING ENFORCEMENT OFFICER**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that Lisa Lewis is hereby appointed Parking Enforcement Officer for the term beginning January 1, 2024 and ending December 31, 2024.

**BE IT FURTHER RESOLVED** that the aforesaid Parking Enforcement Officer shall not be a member of the police force and their powers, rights and duties immediately cease and terminate at the expiration of the aforesaid term for which they are appointed. Any such appointment shall be revoked at any time without cause or without hearing. The aforesaid officer shall be furnished with a badge which must be returned upon the expiration and termination of their term. This appointment is made pursuant to the provisions of New Jersey Statutes 40A:9-154.7 et. seq. and 40:11A-22.1 et. seq. together with the amendments thereof and the supplements thereto. The Parking Enforcement Officer shall be under the supervision and direction of the Chief of Police and shall perform only those duties specifically assigned by the Chief of Police.

**RESOLUTION 2024-19**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING CROSSING GUARDS**

**WHEREAS**, the Mayor and Council desires to provide safe crossings for school age children on designated public thoroughfares of the Borough of Metuchen; and

**WHEREAS**, the individuals listed herein have been recommended by the Chief of Police as School Crossing Guards.

**NOW, THEREFORE, BE IT RESOLVED** that the below listed individuals are hereby appointed as School Crossing Guards for the year 2024:

Anderson, Dolores  
Azzara, Anthony  
Basilici, Robert  
Colegrove, John  
Davis, John  
Decandia, Francesca  
Getty, Patrick

Goss, Kathleen  
Kaminski, Gerald  
Kang, John  
Kuenseler, Donald  
McKeon, Tina  
O'Mara, John  
Palladino, Anthony

Rivera, Edwin  
Scarfuto, Joseph  
Serio, Kristi  
Tolentino, Ed  
Vera, Ana

**RESOLUTION 2024-20**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING HOUSING AND COMMUNITY DEVELOPMENT  
COMMITTEE MEMBERS - JONATHAN BUSCH AND JASON DELIA**

**WHEREAS**, the Mayor and Borough Council of the Borough of Metuchen have received notification that an appointment must be made to the Housing and Community Development Committee for 2024; and,

**WHEREAS**, the residents of Metuchen have benefited from the funding made available by this program.

**NOW, THEREFORE, BE IT RESOLVED** that Jonathan Busch and Jason Delia be appointed the Metuchen Housing and Community Development Committee representatives for the calendar year 2024.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Middlesex County Housing and Community Development Agency.

**RESOLUTION 2024-21**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR BOROUGH ENGINEER**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Engineer as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$35,000.00 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Administration & Executive Professional Service Account number 4-01-20-701-028 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of Colliers Engineering and Design, 331 Newman Springs Road, Suite 203, Red Bank, NJ 07701.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.5.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-22**

*Borough of Metuchen  
County of Metuchen  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR BOROUGH ATTORNEY**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Attorney as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is for the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$55,000.00 as annual retainer and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Legal Account number 4-01-20-712-027 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen, in the County of Middlesex, as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with Weiner Law Group LLP, 629 Parsippany Road, Parsippany, New Jersey 07054.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-23**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR TAX APPEAL ATTORNEY**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Tax Appeal Attorney as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$30,000.00 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Legal Account number 4-01-20-712-027 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with Renaud & DeAppolonio, LLC, 190 North Avenue East, Cranford, New Jersey 07016
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.5.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-24**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR  
BOROUGH LABOR RELATIONS ATTORNEY**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Labor Relations Attorney as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract shall not exceed \$40,000 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Legal Account number 4-01-20-712-027 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of Apruzzese, McDermott, Mastro and Murphy, 25 Independence Boulevard, Liberty Corner, NJ 07938.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.



**RESOLUTION 2024-25**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR BOROUGH PLANNER**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Planner as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract shall not exceed \$35,000 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Administration & Executive Professional Service Fund Account number 4-01-20-701-028 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of LRK Inc., 217 Nassau Street, Princeton, New Jersey 08542.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-26**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR BOROUGH  
AUDITOR**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Auditor as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is calendar year 2024 and to include the 2023 audit; and

**WHEREAS**, the maximum amount of the contract shall not exceed \$45,000.00 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Financial Administration Audit Fees Account number 4-01-20-706-101 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of Suplee, Clooney & Company, 308 Broad Street, Westfield, NJ 07090-2122.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-27**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR BOROUGH BOND COUNSEL**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Bond Counsel as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract shall not exceed \$15,000.00 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Legal Account number 4-01-20-712-027 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of McCarter and English, 4 Gateway Center, 100 Mulberry Street, Newark, NJ 07101.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-28**

*Borough of Metuchen  
County of Metuchen  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR MUNICIPAL FINANCIAL ADVISOR**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Municipal Financial Advisor as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is for the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract shall not exceed \$25,000 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Financial Administration Municipal Advisor Account number 4-01-20-706-103 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen, in the County of Middlesex, as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with Acacia Financial Group, Inc., 6000 Midlantic Drive, Suite 410 North, Mount Laurel, New Jersey 08054
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-29**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR CIVIL  
ENGINEERING WITH SPECIALIZATION IN WASTEWATER ENGINEERING**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Civil Engineering with Specialization in Wastewater Engineering as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$5,500.00 and the Chief Financial Officer has certified that there is sufficient funds for such contract and is available and is designated from 2024 Administration & Executive Professional Service Account number 4-01-20-701-028 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of CME Associates, 1460 Route 9 South, Howell, NJ 07731.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-30**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR BOROUGH REDEVELOPMENT COUNSEL**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of Borough Redevelopment Counsel as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract shall not exceed \$50,000.00 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Legal Account number 4-01-20-712-027 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of Maley Givens, A Professional Corp., 1150 Haddon Avenue, Suite 210, Collingswood, NJ 08108.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-31**

*Borough of Metuchen  
County of Metuchen  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR MUNICIPAL PROSECUTOR SERVICES**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Municipal Prosecutor Services for the Borough of Metuchen as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is for the calendar year 2024; and

**WHEREAS**, the Borough Administrator, the Mayor and Council reviewed the qualifications and proposal submitted by John E. Kawczynski in response to the RFQ and determined that John E. Kawczynski is qualified to serve as the Municipal Prosecutor for the Borough of Metuchen for 2024 at an annual cost not to exceed \$30,000.00; and

**WHEREAS**, the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Prosecutor Professional Services Account number 4-01-25-757-028 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen, in the County of Middlesex, as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with John E. Kawczynski, having his law offices at 137 S. Broadway, Suite B-1, South Amboy, New Jersey 08879 is hereby awarded a professional services contract to serve as Municipal Prosecutor for the Borough of Metuchen for 2024 at an annual cost not to exceed \$30,000.00.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-32**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION REAPPOINTING MUNICIPAL JUDGE**

**WHEREAS**, it is the desire of the Mayor and Council to reappoint James Hoebich to serve as the Metuchen Municipal Judge for an annual salary of \$35,000.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen that James Hoebich be reappointed as the Municipal Judge for the Borough of Metuchen for a three-year term to expire December 31, 2026 for an annual salary of \$35,000.00.



**RESOLUTION 2024-33**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR BOROUGH ARTS DISTRICT REDEVELOPMENT PLANNER**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Arts District Redevelopment Planner as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract shall not exceed \$25,000 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from Middlesex County Arts & History Capital Grant Account number G-04-41-760-310 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of LRK Inc., 50 South B.B. King Blvd., Suite 600, Memphis, TN 38103.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-34**

*Borough of Metuchen  
County of Metuchen  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR AFFORDABLE HOUSING/COAH ATTORNEY**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of an Affordable Housing/COAH Attorney as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is for the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$5,000.00 as annual retainer and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Legal Account number 4-01-20-712-027 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen, in the County of Middlesex, as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with Renaud & DeAppolonia, 190 North Ave. E (Rte. 28), Cranford, NJ 07016.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-35**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR  
BOROUGH AFFORDABLE HOUSING/COAH PLANNER/CONSULTANT**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of an Affordable Housing/COAH Planner/Consultant as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$5,000.00; and,

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$15,000 as annual retainer and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Administration & Executive Professional Service fund Account number 4-01-20-701-028 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the firm of Harbor Consultants, Inc, 320 North Avenue East, Cranford, NJ 07016.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 19:44A-20.4 of the Local Public Contracts Law because the contract is for a service performed by person(s) authorized by law to practice a recognized profession that is regulated by law.
3. A notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-36**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR BOROUGH  
AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Affordable Housing Administrative Agent as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$25,000.00 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Administrative & Executive, Professional Services Account number 4-01-20-701-028 for these services.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with CGP&H, LLC., 1249 South River Road, Suite 301, Cranbury, NJ 08512.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.

**RESOLUTION 2024-37**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPROVING REAPPOINTMENTS AND APPOINTMENTS TO  
BOARDS, COMMITTEES, AND COMMISSIONS**

**WHEREAS**, the Mayor of Metuchen has recommended that the following people be reappointed or appointed to the Borough of Metuchen Boards, Committees and Commissions.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of Metuchen hereby confirms the reappointments and appointments to the following listed Borough of Metuchen Boards, Committees and Commissions.

\* Denotes Unexpired Term

**ARTS COUNCIL**

Reappoint	Boyarin, Lenore	12/31/2026
Reappoint	Gaffney, Carol	12/31/2026
Reappoint	Kohl, Terri	12/31/2026
Reappoint	Sharp, John	12/31/2026

**BOARD OF HEALTH**

Reappoint	O'Donnell, Mary	12/31/2027
Reappoint	Popeck, Paul	12/31/2027

**CARES COMMITTEE**

Reappoint	Campbell, Jeremy	12/31/2026
Reappoint	Derflinger, Chris	12/31/2024
Reappoint	Volkland, Carol	12/31/2026

**EMERGENCY MANAGEMENT COMMITTEE**

Appoint	Lopez, Chuck - Resident	12/31/2024
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**ENVIRONMENTAL COMMISSION**

Reappoint	Dohl, Angela	12/31/2026
Reappoint	Kelly, Jennifer	12/31/2026
Appoint	Foat-Gelber, Shannan	12/31/2025*

**HISTORIC PRESERVATION COMMITTEE**

Reappoint	Andrews, Suzanne	12/31/2024
Reappoint	Chambers, Lori	12/31/2024
Reappoint	Keenan, Brian	12/31/2024
Reappoint	Malvone, Alex	12/31/2024
Reappoint	Michaloski, Lisa	12/31/2024
Reappoint	Patrick, Steve	12/31/2024
Reappoint	Zerbe, Nancy	12/31/2024
Appoint	Lemire, Frank	12/31/2024

**HUMAN RELATIONS COMMISSION**

Reappoint	Bhatt, Suneet	12/31/2026
Reappoint	Cruz, Joanne	12/31/2026
Reappoint	Ho, Jacqueline	12/31/2026
Reappoint	Tariq, Nadia	12/31/2026
Reappoint	Vyas, Bhavi	12/31/2026
Appoint	Simkin, Emily - MEAICA Liaison	12/31/2024
Appoint	Berenfeld, Asaf	12/31/2026

**LIBRARY BOARD**

Appoint	Algier, Rachel	12/31/2028
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**PARADE COMMISSION**

Reappoint	Cook, Maggie	12/31/2026
Appoint	O'Neil, Kelley	12/31/2024*

**PARKING AUTHORITY**

Reappoint	Levine, Daniel	12/31/2028
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**PLANNING BOARD**

Reappoint	Love, William IV – Mayor's Designee	12/31/2024
Reappoint	Grossman, Alan	12/31/2027

**POOL COMMISSION**

Reappoint	Utt, Heather	12/31/2028
Appoint	Hirsch, Daniel	12/31/2027*

**RECREATION COMMISSION**

Reappoint Wallace, Donald Jr. 12/31/2028  
 Appoint Diamond, Erik (prev. Alt I) 12/31/2026\*  
 Appoint Moore, Matthew – Alt. I (prev. Alt. II) 12/31/2027\*  
 Appoint Owens, Matthew – Alt. II (prev. Alt. III) 12/31/2026\*

**SENIOR CITIZEN COMMISSION**

Appoint Briggs, Kristin 12/31/2026  
 Appoint Cumiskey, Tina 12/31/2026

**SHADE TREE COMMISSION**

Appoint Pagel, Todd 12/31/2028  
 Appoint Pospiech, Paul 12/31/2028

**TRAFFIC & TRANSPORTATION COMMITTEE**

Reappoint Levine, Linda 12/31/2026  
 Reappoint Seiler, Evan 12/31/2026  
 Appoint McClean, Frances 12/31/2025\*

**ZONING BOARD OF ADJUSTMENT**

Reappoint Rabinowitz, Jonathan 12/31/2027  
 Appoint Ziccardi, Ehrin (prev. Alt. I) 12/31/2024\*  
 Appoint Johnson, Alan – Alt. I 12/31/2024\*  
 Appoint Suchan, Shaun – Alt II 12/31/2024\*

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
BRANCH	X				HYMAN	X			
DELIA	X				JETHWANI	X			
GIAMBOI	X				KANDEL	X			
<b>MOTION</b>	<b>DELIA</b>			<b>SECOND</b>		<b>GIAMBOI</b>			
X – INDICATES VOTE				AB- ABSENT		NV- NOT VOTING			

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at the Reorganization meeting held on January 1, 2024.

\_\_\_\_\_  
 Deborah Zupan, RMC  
 Borough Clerk

**RESOLUTION 2024-38**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR BOROUGH AFFORDABLE HOUSING AFFORDABILITY ASSISTANCE PROGRAM SERVICES**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Affordable Housing Administrative Agent as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is the calendar year 2024; and

**WHEREAS**, the maximum amount of the contract is \$10,000.00 and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from COAH trust account E-14-56-857-857 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with CGP&H, LLC., 1249 South River Road, Suite 301, Cranbury, NJ 08512.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.



**RESOLUTION 2024-39**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING MUNICIPAL PUBLIC DEFENDER –  
JENNIFER MARSHALL**

**WHEREAS**, it is the desire of the Mayor and Council to appoint Jennifer Marshall to serve as the Municipal Public Defender for an annual salary of \$22,500.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen that Jennifer Marshall of Law Office of Jennifer L. Marshall, LLC be appointed as the Municipal Public Defender for the Borough of Metuchen with a term to expire December 31, 2024 and an annual salary of \$22,500.00.

**RESOLUTION 2024-40**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING AUXILIARY POLICE OFFICERS  
FOR THE CALENDAR YEAR 2024**

**WHEREAS**, the Mayor and Council desires to provide the residents of Metuchen with the safest environment throughout the Borough by supporting THE Borough of Metuchen's police department with alternative resources to assist with manpower in various capacities; and

**WHEREAS**, the individuals listed herein have successfully completed the required Office of Emergency Management Auxiliary Police Training Course administered through the State of New Jersey or Middlesex County and have been recommended by the Chief of Police to serve as Auxiliary Police Officers.

**NOW THEREFORE BE IT RESOLVED**, that the below listed individuals are hereby appointed as Auxiliary Police Officers for the year 2024, effective January 1, 2024:

Dana, Richard

Donato, Angelo III

Donato, Patrick

Duran-Estevez, Rosnelly

Gassenheimer, Eric

Lewis, James

Tomasso, Anthony

**RESOLUTION 2024-41**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE EXTENSION OF COMPETITIVE CONTRACT  
FOR INFORMATION TECHNOLOGY SUPPORT AND CONSULTANT SERVICES  
FOR A TERM OF ONE YEAR**

**WHEREAS**, the Borough of Metuchen issued a competitive contract bid notice for the retention of Information Technology Support and Consultant Services utilizing a fair and open process wherein sealed bids were received on March 3, 2020; and

**WHEREAS**, by way of Resolution No. 2020-93, the Borough of Metuchen authorized an award of contract for Information Technology and consultant services to TKI Solutions LLC for the calendar year 2020 in an amount not to exceed Fifty-seven Thousand Dollars (\$57,000.00); and

**WHEREAS**, the contract between the Borough and TKI Solutions LLC contained a term of one year and the Borough reserved the option to extend the term for four one (1) year periods pursuant to N J S.A. 40A:11-15; and

**WHEREAS**, the Borough of Metuchen had determined that the information technology support and consultant services of TKI Solutions LLC for the Borough were being performed in an effective and efficient manner and that the Borough extended the term of contract between the Borough of Metuchen and TKI Solutions LLC for the calendar year 2021 by way of Resolution 2021-46, and for the calendar year 2022 by way of Resolution 2022-46, and for the calendar year 2023 by way of Resolution 2023-48; and

**WHEREAS**, the Borough of Metuchen has determined that the information technology support and consultant services of TKI Solutions LLC for the Borough are being performed in an effective and efficient manner and that the Borough wishes to extend the term of contract between the Borough of Metuchen and TKI Solutions LLC for a third extension for the calendar year 2024; and

**WHEREAS**, the Chief Financial Officer has certified sufficient available funds available for the award of the within contract extension for the calendar year 2024 Temporary Budget and Adopted 2024 Budget, from account Administrative and Executive, Professional Services 4-01-20-701-028 in the amount of \$ 20,916.00, account METV Elec, Lighting, Communication Equip & Supplies 4-01-20-716-054 in the amount of \$7,200.00, and account Police Professional Services 4-01-25-745-028 in the amount of \$28,884.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Metuchen that it hereby authorizes the extension of competitive contract for Information Technology Support and Consultant Services with TKI Solutions LLC for the calendar year 2024 for an amount not to exceed Fifty-seven Thousand Dollars (\$57,000.00).

**BE IT FURTHER RESOLVED** by the Council of the Borough of Metuchen that the Mayor and Borough Clerk are hereby authorized and directed to execute an agreement or amendment to the existing agreement, if necessary , with TKI Solutions LLC, 83 Cornwall Drive, East Brunswick, NJ 08816 consistent with the terms of the within Resolution, the current agreement and the proposal submitted to the Borough; and

**BE IT FURTHER RESOLVED** that the Borough Administrator, and other officials and employees are hereby authorized to take all necessary actions in order to effectuate the terms and provisions of this Resolution.

**RESOLUTION 2024-42**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPOINTING C-3 SANITARY SEWER COLLECTION SYSTEM  
OPERATOR AS A BOROUGH OF METUCHEN EMPLOYEE**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a C-3 Sanitary Sewer Collection System Operator.

**NOW THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Metuchen that Thomas Herits, 29 Michael Drive, Metuchen, New Jersey 08840 is hereby appointed the C-3 Sanitary Sewer Collection System Operator for the Borough of Metuchen.

**RESOLUTION 2024-43**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPROVING HEALTH INSURANCE THIRD PARTY  
ADMINISTRATOR AND NETWORK**

**WHEREAS**, the Borough Council of Metuchen adopted a self-insurance program for the Borough's Group Medical, Reinsurance, and Prescription Coverage which shall renew effective on January 1, 2024; and

**WHEREAS**, this self-insurance program shall require Insurance Administrators of America (IAA) as the Third-Party Administrator (TPA) and the Cigna Network for all members and Fairview Insurance Agency Associates, Inc. as Stop Loss Administrators and Berkshire Hathaway as Reinsurer and Express Script as Prescription Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Metuchen do hereby authorize the appointment of the above stated for all currently existing medical, reinsurance and prescription programs offered for Borough employees and retirees.

**RESOLUTION 2024-44**

*Borough of Metuchen  
County of Metuchen  
State of New Jersey*

**RESOLUTION APPOINTING AND AWARDING A CONTRACT TO  
ACRISURE, LLC AS THE RISK MANAGEMENT CONSULTANT FOR THE  
BOROUGH OF METUCHEN**

**WHEREAS**, following a detailed analysis, by way of Resolution, the Borough of Metuchen authorized the application to and also authorized joining the Central Jersey Joint Insurance Fund; and

**WHEREAS**, the Bylaws of the Central Jersey Joint Insurance Fund require that the governing body of each member appoint a Risk Management Consultant to perform various professional services as detailed in the Bylaws; and

**WHEREAS**, pursuant to *N.J.S.A. 40A:11-5(1)(m)* and *N.J.S.A. 40A:11-5(a)(ii)*, a contract for the insurance services may be negotiated and awarded by the Borough without public advertising for bids and bidding therefore in accordance with requirements for an extraordinary unspecifiable service; and

**WHEREAS**, the experience, knowledge of public insurance and risk management issues and judgmental nature required of the Risk Management Consultant's duties renders comparative bidding impractical; and

**WHEREAS**, said services are of the type contemplated by the New Jersey Local Unit Pay-To-Play Law (*N.J.S.A. 19:44A-20.4*, et. seq.), and, therefore, procurement of said services may be awarded pursuant to a "fair and open" or "required disclosure (non-fair and open)" process, both of which are defined in the law; and

**WHEREAS**, the Borough of Metuchen has determined that Acrisure, LLC has the necessary qualifications and experience to be appointed as Risk Management Consultant for the Borough of Metuchen to the Central Jersey Joint Insurance Fund; and

**WHEREAS**, the Borough has determined that it is both the most time and cost efficient and in the best interest of the Borough to appoint and authorize and agreement with Acrisure, LLC to serve as Risk Management Consultant in a non-fair and open manner, effective January 1, 2024 through December 31, 2024; and

**WHEREAS**, the Board of Fund Commissioners of the Central Jersey Joint Insurance Fund established a fee equal to six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Mayor and Council of the Borough of Metuchen.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen that it hereby appoints and awards a contract to Acrisure, LLC, 1460 US 9 North, Suite 210, Woodbridge, NJ 07095 as its Risk Management Consultant in accordance with the Central Jersey Joint Insurance Fund's Bylaws.

**BE IT FURTHER RESOLVED** by the Council of the Borough of Metuchen that the Mayor, Borough Administrator and Municipal Clerk are hereby authorized and directed to execute the Risk Management Consultant's Agreement in a form acceptable to the Borough Administrator and Mayor and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5(1)(a)(i).



**RESOLUTION 2024-45**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDING FOR THE YEAR  
2024 OF A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF  
METUCHEN AND RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY FOR  
THE PROVISION OF E9-1-1 EMERGENCY COMMUNICATIONS AND  
RADIO DISPATCHING SERVICES**

**WHEREAS**, by way of Resolution 2022-70, the Borough of Metuchen entered into a shared services agreement with Rutgers University for the provision of E9-1-1 Emergency Communications; and

**WHEREAS**, Metuchen and Rutgers have negotiated the terms and conditions of a shared services agreement and an addendum thereto wherein Rutgers University would provide, *inter alia*, E-9-1-1 emergency communication and dispatching services for a period of ten (10) years commencing August 1, 2022 to the Borough of Metuchen; and

**WHEREAS**, the terms of the agreement set the annual cost for 2024 are August 2022 – July 2023 \$270,852 and August 2023 – July 2024 \$278,977.00, which equates to two hundred eighty three thousand five hundred ten dollars and no cents (\$283,510) plus plus an annual maintenance fee not to exceed forty one thousand six hundred sixteen dollars and no cents (\$41,616.00); and

**WHEREAS**, the Chief Financial Officer of the Borough of Metuchen has certified that there is sufficient available funds from the 2024 Temporary Budget and 2024 Adopted Budget Account 4-01-30-806-008 Rutgers University 911 Services.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Metuchen that it hereby authorizes the continuation of services provided for in the E9-1-1 emergency communications and dispatching services shared services agreement and authorizes the appropriation of 2024 Temporary and 2024 Adopted Budget funds as detailed in the Shared Services Agreement.

**RESOLUTION 2024-46**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE ENTRY INTO AND THE EXECUTION OF  
A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF  
METUCHEN AND THE TOWNSHIP OF WOODBRIDGE FOR THE PROVISION  
OF AS NEEDED FOR VARIOUS SERVICES FROM THE WOODBRIDGE  
DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, the Borough of Metuchen has a need of various services on an as needed basis, including, but not limited to maintenance and services from the Woodbridge Department of Public Works; and

**WHEREAS**, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. (the "Act"), any local unit may, by the adoption of a resolution of its governing body, enter into an agreement with any other local unit or units to provide or receive any service that each unit participating in the agreement is empowered to provide or receive within its own jurisdiction and that such agreement between the local units for the provision of shared services shall be entered pursuant to the Act; and

**WHEREAS**, the Township of Woodbridge has offered to provide the Borough of Metuchen the various services on an as needed basis, including, but not limited to maintenance and services from the Woodbridge Department of Public Works; and

**WHEREAS**, the Borough of Metuchen has determined that it is in the best interest of the Borough and to obtain various services on an as needed basis, including, but not limited to maintenance and services from the Woodbridge Department of Public Works by way of a shared services agreement from the Township of Woodbridge; and

**WHEREAS**, Metuchen and Woodbridge have negotiated the terms and conditions of a shared services agreement wherein Woodbridge would provide for various services on an as needed basis, including, but not limited to maintenance and services from the Woodbridge Department of Public Works to the Borough of Metuchen; and

**WHEREAS**, the Borough of Metuchen has determined that it is in the best interest of the Borough to obtain various services on an as needed basis, including, but not limited to maintenance and services from the Woodbridge Department of Public Works to the Borough of Metuchen from the Township of Woodbridge, using the cost of equipment based on the latest FEMA schedule of equipment rates, and manpower charged at the hourly rates in effect plus benefits at a total annual cost not to exceed five thousand dollars (\$15,000.00), annually; and

**WHEREAS**, the Chief Financial Officer of the Borough of Metuchen has certified that there are sufficient available funds to authorize the within Shared Services Agreement from the 2024 Adopted Budget from the appropriation line Shared Services Township of Woodbridge Public Works 4-01-30-806-009 in the amount of \$15,000.00; and

**WHEREAS**, Mayor and Council find that it is in the best interest of the Borough of Metuchen to enter into the Shared Services Agreement with the Township of Woodbridge to memorialize the provision and receipt of shared services between the Parties.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Metuchen that it hereby authorizes the entry into and the execution of a Shared Services Agreement by and between the Borough of Metuchen and the Township of Woodbridge for the provision of certified tax assessor services in general conformity with the terms and conditions set out in the proposed Shared Services Agreement.

**BE IT FURTHER RESOLVED** by the Council of the Borough of Metuchen that it hereby authorizes all Borough officials to take all necessary actions to in order to effectuate the within resolution and the Shared Services Agreement, including but not limited to the Mayor and Borough Clerk are hereby authorized to execute a Shared Service Agreement on behalf of the Borough of Metuchen in a final form acceptable to the Mayor and Borough Administrator.

**RESOLUTION 2024-47**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE ENTRY INTO AND THE EXECUTION OF A  
SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF METUCHEN  
AND THE TOWNSHIP OF WOODBRIDGE FOR THE PROVISION OF TAX  
ASSESSOR SERVICES**

**WHEREAS**, certified tax assessor of the Borough of Metuchen resigned creating a vacancy in the office of Borough Tax Assessor; and

**WHEREAS**, the Borough of Metuchen has a need for the services of a part-time tax assessor, and the Township of Woodbridge appointed and currently employs a full-time tax assessor, Richard Duda, CTA; and

**WHEREAS**, pursuant to *N.J.S.A. 40A:9-146*, the Borough may fulfill the requirement that every municipality shall have a tax assessor by the sharing of a tax assessor with another municipality under a shared service agreement; and

**WHEREAS**, pursuant to the Uniform Shared Services and Consolidation Act, *N.J.S.A. 40A:65-1*, et seq. (the "Act"), any local unit may, by the adoption of a resolution of its governing body, enter into an agreement with any other local unit or units to provide or receive any service that each unit participating in the agreement is empowered to provide or receive within its own jurisdiction and that such agreement between the local units for the provision of shared services shall be entered pursuant to the Act; and

**WHEREAS**, the Township of Woodbridge has offered to provide the Borough of Metuchen the services of a part-time tax assessor; and

**WHEREAS**, the Borough of Metuchen has determined that it is in the best interest of the Borough and to obtain the service of a part-time tax assessor by way of a shared services agreement from the Township of Woodbridge; and

**WHEREAS**, Metuchen and Woodbridge have negotiated the terms and conditions of a shared services agreement wherein Woodbridge would provide for Richard Duda, CTA to serve as part-time tax assessor to the Borough of Metuchen; and

**WHEREAS**, the Borough of Metuchen has determined that it is in the best interest of the Borough to obtain tax assessor services from the Township of Woodbridge on a part-time basis at a monthly rate of \$3,300.00 for the Tax Assessor Services for a minimum of thirty-two (32) hours per month at a total annual cost not to exceed thirty-six thousand dollars (\$39,600.00), annually; and

**WHEREAS**, the Chief Financial Officer of the Borough of Metuchen has certified that there is sufficient available funds to authorize the within Shared Services Agreement; and

**WHEREAS**, Mayor and Council find that it is in the best interest of the Borough of Metuchen to enter into the Shared Services Agreement with the Township of Woodbridge to memorialize the provision and receipt of shared services between the Parties.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Metuchen that it hereby authorizes the entry into and the execution of a Shared Services Agreement by and between the Borough of Metuchen and the Township of Woodbridge for the provision of certified tax assessor services in general conformity with the terms and conditions set out in the proposed Shared Services Agreement.

**BE IT FURTHER RESOLVED**, by the Council of the Borough of Metuchen that it hereby authorizes all Borough officials to take all necessary actions to in order to effectuate the within resolution and the Shared Services Agreement, including but not limited to the Mayor and Acting Clerk are hereby authorized to execute a Shared Service Agreement on behalf of the Borough of Metuchen in a final form acceptable to the Mayor and Borough Administrator.

**BE IT FURTHER RESOLVED**, that pursuant to the terms and conditions of the Shared Services Agreement and to the extent required by law, the Council of the Borough of Metuchen, hereby appoints Richard Duda, CTA to serve as the Tax Assessor for the Borough of Metuchen pursuant to the terms and conditions of the Shared Services Agreement with the Township of Woodbridge.

**SHARED SERVICES AGREEMENT**  
**BETWEEN**  
**THE BOROUGH OF METUCHEN**  
**AND**  
**THE TOWNSHIP OF WOODBRIDGE**

This Agreement made this \_\_\_\_\_ day \_\_\_\_\_ 202\_\_, between the Borough of Metuchen, a municipal corporation of the State of New Jersey, with offices located at 500 Main Street, Metuchen, NJ 08840 (hereinafter referred to as “the Borough of Metuchen”, “the Borough” or “Metuchen”) and the Township of Woodbridge, a municipal corporation of the State of New Jersey, with offices located at One Main Street, Woodbridge, NJ 07095 (hereinafter referred to as “the Township of Woodbridge”, “the Township” or “Woodbridge”), the Borough and the Township collectively referred to as the “Parties”.

**WITNESSETH:**

**WHEREAS**, due to the resignation of the tax assessor, a vacancy in the office of Borough Tax Assessor was created on November 30, 2021; and

**WHEREAS**, the Borough of Metuchen has a need for the services of a part-time tax assessor, and the Township of Woodbridge appointed and currently employs a full-time certified tax assessor, Richard Duda, CTA; and

**WHEREAS**, pursuant to *N.J.S.A. 40A:9-146*, the Borough may fulfill the requirement that every municipality shall have a tax assessor by the sharing of a tax assessor with another municipality under a shared service agreement; and

**WHEREAS**, pursuant to the Uniform Shared Services and Consolidation Act, *N.J.S.A. 40A:65-1*, et seq. (the “Act”), any local unit may, by the adoption of a resolution of its governing body, enter into an agreement with any other local unit or units to provide or receive any service that each unit participating in the agreement is empowered to provide or receive within its own jurisdiction and that such agreement between the local units for the provision of shared services shall be entered pursuant to the Act; and

**WHEREAS**, the Township of Woodbridge has provided the Borough of Metuchen the services of a part-time certified tax assessor and is willing to extend its agreement to continue doing so; and

**WHEREAS**, the Borough of Metuchen has determined that it is in the best interest of the Borough to extend the current Shared Services Agreement with the Township of Woodbridge; and

**WHEREAS**, Metuchen and Woodbridge have negotiated the terms and conditions of an extension of the shared services agreement wherein Woodbridge would continue to provide a certified tax assessor, Richard Duda, CTA, to serve as part-time tax assessor to the Borough of Metuchen for a minimum of thirty-two (32) hours per month; and

**WHEREAS**, the Municipal Council of the Borough of Metuchen has authorized this Agreement pursuant to Resolution No: \_\_\_\_ of 202 \_\_, a copy of which is attached hereto as **Exhibit A**; and

**WHEREAS**, the of Municipal Council of the Township of Woodbridge has authorized this Agreement pursuant to Resolution No: 22 of 12-12-2023, a copy of which is attached hereto as **Exhibit B**; and

**WHEREAS**, the Borough of Metuchen and the Township of Woodbridge have determined that it is in the best interest of both public entities to memorialize the provision and receipt of shared services between the Parties and the terms and conditions therewith; and

**WHEREAS**, the Parties wish to enter into this Agreement and specify terms and conditions under which the Township of Woodbridge will render the certified tax assessor services to the Borough of Metuchen and the terms and conditions for which the services will be provided and the compensation therefore.

**NOW, THEREFORE**, in consideration of the promises, covenants and conditions contained herein and the mutual benefits to be derived here from, intending to be legally bound, the parties covenant and agree as follows:

1. **Recitals Incorporated.** The foregoing recitals are hereby expressly incorporated into this Agreement and made a part hereof as if set forth at length herein.

2. **Term.** The term of this Agreement shall be for a period of one (1) year, unless terminated sooner pursuant to Section 8 below. As provided for in the Uniform Shared Services Consolidation Act, *N.J.S.A. 40A:65-1 et seq.*, this Agreement shall take effect upon the adoption of approving Resolutions by the Township and the Borough. Upon proper execution and authorization of this Shared Services Agreement, the proper officials of each of the Parties are hereby authorized and directed to make and perform any and all acts necessary to carry out the purposes of this Agreement.

3. **The Township of Woodbridge Certified Tax Assessor Services to be Provided and Conditions Therefore.**

A. The Township shall provide for a licensed tax assessor, currently Richard Duda, CTA, to perform all of the duties in accordance with *N.J.S.A. 54:1-35.25, et seq.* and *N.J.S.A. 40A:9-146, et seq.* as Tax Assessor for the Borough of Metuchen consistent with the work responsibilities as described in the Code of the Borough of Metuchen, the applicable statutes of the State of New Jersey and the reasonable direction of the Borough of Metuchen. The Township of Woodbridge shall arrange for the Tax Assessor to perform all the legal obligations and responsibilities of a Tax Assessor for the Borough of Metuchen in the same manner as if he/she were employed by the Borough of Metuchen in that capacity on a permanent basis, including but

not limited to, compliance with Chapter 54 of the New Jersey Statutes, Assessment and Collection of Taxes, the Local Government Ethics Law, the Open Public Records Act and the Open Public Meetings Act. The Tax Assessor shall perform such duties with fidelity and integrity in accordance with an acknowledgement of his/her fiduciary relationship to the Borough of Metuchen. The Tax Assessor shall observe appropriate confidentiality in the performance of his/her duties and shall comply with all applicable provisions of the Metuchen Borough Code. To the extent necessary, the Tax Assessor shall assist legal counsel or special tax counsel in any and all State Tax Court and County Tax Board filings throughout the duration of this agreement.

B. The Tax Assessor duties shall also include:

1. Maintenance of assessments;
2. Sending of "Chapter 91" forms on an annual basis and any adjustments required as a result of data collected on the completed forms;
3. Handle, with the assistance of legal counsel, all County Tax Appeals;
4. Manage State Court Tax Appeals with the assistance of legal counsel and an outside expert, as deemed necessary, that will provide support for the appeal. The Borough of Metuchen to contract for those services independently;
5. Provide added assessments as improvements/new construction projects are completed.

C. The Township of Woodbridge and the Borough of Metuchen shall mutually agree upon specific office hours for the Borough of Metuchen. Upon agreement, the Tax Assessor shall maintain office hours at the Borough of Metuchen Municipal Building. Upon agreement, the Borough of Metuchen shall post the Tax Assessor Office hours on the Borough website and in the Municipal Building.

D. The Borough of Metuchen shall supply the Tax Assessor with all necessary office supplies, equipment, staff and space necessary to properly provide the services hereunder.

E. The Township shall permit and provide for the services of a certified tax assessor required to provide the tax assessor services herein described.

F. The Township shall comply at all times with applicable laws, rules and requirements to the same degree required by the Borough.



4. **Compensation.**

A. **Tax Assessor Services Services** - The Borough shall pay to the Township a monthly amount of three thousand three hundred dollars (\$3,300.00) for certified Tax Assessor Services for a minimum of thirty-two (32) hours of tax assessor services per month.

B. **Cost Not To Exceed \$39,600.00** – The annual cost of the tax assessor services provided herein shall not exceed \$39,600.00, unless further authorized by formal Resolution of the Borough of Metuchen Municipal Council.

5. **Billing.** The compensation referred to in Paragraph 4, above, shall be payable within forty-five (45) days of submission of an appropriate invoice/statement to the Borough setting forth the Tax Assessor Services rendered during the period. The Township shall make every effort to ensure accurate billings. However, recognizing that inadvertent errors may occur, the Borough shall review all bills promptly upon receipt and bring any billing issues to the attention of Township for prompt review so that any errors may be addressed.

6. **Meetings.** To the extent required, the Borough Administrator and/or the Borough Special Tax Counsel and the Business Administrator and/or the Township Tax Assessor shall meet to discuss the Tax Assessor Services and any additional services which may be shared in the future.

7. **Default.** In the event of any material breach of this agreement by either party, provided said breach is not cured by the offending party within thirty (30) days written notice thereof, unless said timeframes are designated otherwise herein, either party shall have any and all rights authorized at law or at equity, subject to the terms and conditions provided herein.

8. **Termination.** Either party may terminate this Agreement for any reason, provided that the party seeking the termination provides thirty (30) days advance written notice of the termination.

9. **Dispute Resolution.** To the extent possible, the parties shall attempt to resolve all disputes relating to the provision of and services to be provided in the within Agreement. In the event a dispute arises that is unable to be resolved, either party may serve a Notice of Dispute detailing the dispute and reasons therefore on the other Party and within thirty (30) days of the Notice of Dispute, the Borough Administrator, and Business Administrator shall meet and attempt to resolve the dispute.

10. **Indemnification.** To the fullest extent permitted by law, the Borough of Metuchen shall, at its sole cost and expense, indemnify, defend, satisfy and hold Township of Woodbridge, including its directors, officers, employees, agents, servants, elected and/or appointed representatives, advisors, contractors, or licensees and their respective directors, officers, and employees, harmless from and against all demands, claims, actions, judgments, penalties, damages, losses, liabilities, costs and expenses including, but not limited to, attorneys' fees and costs arising out of or resulting from this Agreement, provided that such demand, claim,

action, judgment, penalty, damage, loss, liability, cost or expense is caused in whole or in part, by the negligence or omission of the Borough of Metuchen or any person, or entity employed, contracted with or directed by it.

To the fullest extent permitted by law, the Township of Woodbridge shall, at its sole cost and expense, indemnify, defend, satisfy and hold the Borough of Metuchen, including its directors, officers, employees, agents, servants, elected and/or appointed representatives, advisors, contractors, or licensees and their respective directors, officers, and employees, harmless from and against all demands, claims, actions, judgments, penalties, damages, losses, liabilities, costs and expenses including, but not limited to, attorneys' fees and costs arising out of or resulting from the out of or resulting from this Agreement, provided that such demand, claim, action, judgment, penalty, damage, loss, liability, cost or expense is caused in whole or in part, by the negligence or omission of the Township of Woodbridge or any person or entity employed, contracted or directed by it.

Each Party shall provide the other Party with written notice of any matter constituting, or that may lead to, a Claim under this Agreement which may give rise to a request for indemnification under this Section (Indemnification) as soon as such Party becomes aware of the potential Claim.

11. **Insurance.** The Township shall maintain in full force and effect during the term of this agreement, Worker's Compensation and liability insurance, covering all employees and vehicles use in its performance of this agreement. The Township agrees that it shall indemnify and hold the Borough harmless from any and all liability and claims for damages or insurance caused by or resulting from the negligent acts, errors or omission of the Township or the Township's agents, officers, employees or assigns arising out of the provision of the services set forth in this agreement.

12. **Severability and Applicable Law.** Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but, if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Under the same consideration contemplated herein, each party agrees this Agreement is fair and equitable and waives any claim said Agreement is unconstitutional or violative of the law or equity and each party covenant with the other not sue to upset or strike down the Agreement, except for a material breach hereof by the other party. This Agreement has been made and entered into in the State of New Jersey, and the laws of New Jersey shall govern the validity and interpretation hereof and the performance hereunder by the parties hereto.

13. **Choice of Venue.** Any legal action, suit or proceeding (collectively "Proceeding") arising out of or related to this Agreement shall be instituted exclusively in the Superior Court of New Jersey, Middlesex County, and each party irrevocably submits to the jurisdiction of such Court in any such proceeding subject to the laws of the State of New Jersey. Nothing in this provision shall be deemed to prevent the parties from engaging in non-binding

alternative dispute resolution or a binding arbitration to resolve any difference that may arise hereunder.

14. **Entire Agreement, Amendments.** This Agreement contains the entire agreement between the parties relating to the matters discussed herein. It supersedes all prior or contemporaneous communications, representations or agreements, whether oral or written with respect to the subject matter hereof and has been induced by no representations, statements or agreements other than herein expressed. This Agreement may be amended or modified, in whole or in part, only by written instrument executed by all parties hereto.

15. **Signatures.** Each party represents that the signator executing the agreement on its behalf is authorized and empowered to execute this Agreement on its behalf, that all necessary authorizations for execution of the Agreement on behalf of such party have been obtained, and that upon such execution said party shall be bound by the terms of this Agreement.

16. **Counterparts.** This Agreement may be signed in multiple counterparts, each of which shall be deemed an original, but which, together, shall constitute on agreement.

17. **Notices.** All notices, demands, or other communications which may be or are required to be given, served or sent under this Agreement shall be in writing and shall be deemed to have been properly given or sent:

- A. if personally served upon each of the parties; or
- B. if mailed by registered or certified mail with postage prepaid, return receipt requested, addressed to the other party at each party's respective address as follows, which addresses may be changed by written notice to the other party:
- C. if emailed to the address indicated provided that the party sending the email can confirm sending and receipt of the email

To: BOROUGH OF METUCHEN

Melissa Perilstein  
Borough Administrator  
Borough of Metuchen  
500 Main Street  
Metuchen, NJ 08840  
Email: [mperilstein@metuchen.com](mailto:mperilstein@metuchen.com)

Municipal Clerk  
Borough of Metuchen  
500 Main Street  
Metuchen, NJ 08840  
Email: [dzupan@metuchen.com](mailto:dzupan@metuchen.com)

To: TOWNSHIP OF WOODBRIDGE

Vito Cimilluca  
Business Administrator  
One Main Street  
Woodbridge, NJ 07095  
Email: [vito.cimilluca@twp.woodbridge.nj.us](mailto:vito.cimilluca@twp.woodbridge.nj.us)

John M. Mitch, RMC  
Municipal Clerk  
One Main Street  
Woodbridge, NJ 07095  
Email: [john.mitch@twp.woodbridge.nj.us](mailto:john.mitch@twp.woodbridge.nj.us)

Richard Duda, CTA  
Tax Assessor  
One Main Street  
Woodbridge, NJ 07095  
Email: [richard.duda@twp.woodbridge.nj.us](mailto:richard.duda@twp.woodbridge.nj.us)

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement on the day and year first written above.

**WITNESS:**

**THE BOROUGH OF METUCHEN**

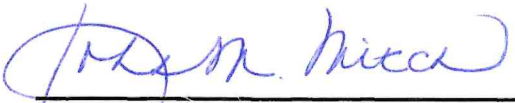
\_\_\_\_\_  
Deborah Zupan  
Acting Borough Clerk

\_\_\_\_\_  
Mayor Jonathan M. Busch

Dated:

**WITNESS:**

**THE TOWNSHIP OF WOODBRIDGE**

  
\_\_\_\_\_  
John Mitch, RMC  
Township Clerk

  
\_\_\_\_\_  
Mayor John E. McCormac

Dated: 12/15/23

  
James P. Nolan, Jr.  
Law Director

**EXHIBIT A**

**BOROUGH OF METUCHEN RESOLUTION NO. \_\_\_\_\_**

**EXHIBIT B**

**THE TOWNSHIP OF WOODBRIDGE RESOLUTION NO. 22 - 12-12-23**

RESOLUTION

**BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF WOODBRIDGE** that the Mayor or his designee and the Municipal Clerk are hereby authorized to execute a one-year renewal to the Shared Services Agreement between the Township of Woodbridge and the Borough of Metuchen for Tax Assessor services, for the period January 1, 2024 through December 31, 2024, in the form substantially similar to that on file in the Office of the Municipal Clerk.

**ADOPTED:** DEC 12 2023

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Municipal Council of the Township of Woodbridge at their Regular Meeting held on DEC 12 2023.



JOHN M. MITCH, RMC, CMC, CMR  
MUNICIPAL CLERK



**RESOLUTION 2024-48**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING SOMERSET COUNTY COOPERATIVE CONTRACT  
FOR RECAPPING TIRE & SOLID TIRE REPLACEMENT**

**WHEREAS**, there exists a need for recapping tire & solid tire replacement in the Borough of Metuchen, County of Middlesex, State of New Jersey; and

**WHEREAS**, recapping tire & solid tire replacement can be purchased through Bid #2-Scoop-Contract #CC-0016-23 year two recapping tire & solid tire replacement; and

**WHEREAS**, the term of the contract is from June 13, 2023 to June 13, 2024, awarded as the first year of a two year contract; and

**WHEREAS**, the authorization for purchases under this award expires on June 13, 2024; and

**WHEREAS**, the Chief Financial Officer's certification of funds is made authorizing the award to rent equipment and tools for the operation of Borough pump station(s) in an amount not to exceed \$13,000.00 for the year 2024 from the 2024 Temporary Budget and 2024 Adopted budget appropriation line item Account number Garbage & Trash, Tires 4-01-26-774-185 in the amount of \$13,000.00; and

**WHEREAS**, Somerset County Cooperative shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a purchase order to Pumping Services, Inc., 201 Lincoln Boulevard, Middlesex, NJ 08846.



**RESOLUTION 2024-49**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD FOR AUTOMOTIVE LUBRICANTS THROUGH  
STATE CONTRACT**

**WHEREAS**, there exists a need for various automotive lubricants for Public Works fleet vehicles the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

**WHEREAS**, this can be purchased through State Contract T0097 Automotive Lubricants, Master Blanket Purchase Order 20-FLEET-01343 and

**WHEREAS**, said contract is in effect from November 20, 2020 through November 19, 2024; and

**WHEREAS**, the maximum amount for various automotive lubricants for Borough fleet vehicles for the Borough of Metuchen is \$20,000.00 and funds are anticipated to be available in the 2024 Temporary budget and 2024 Adopted budget as certified by the Chief Financial Officer and that there is sufficient funds for such award and is available and is designated from Account number Streets & Roads-Vehicle Maintenance & Repair, 4-01-26-765-025 for these services; and

**WHEREAS**, the authorization to purchase goods and services under this award expires on November 19, 2024; and

**WHEREAS**, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law.

**NOW THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a Purchase Order to David Weber Oil Co., 601 Industrial Road, Carlstadt, NJ, 07072.

**RESOLUTION 2024-50**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR  
INTERNET ACCESS – WINDOW CONTRACT**

**WHEREAS**, there exists a need to purchase internet access for the Borough of Metuchen, County of Middlesex, State of New Jersey; and

**WHEREAS**, there exists a need for upgraded internet access which is available through ESCNJ 20/21-45 NJDRLAP Internet Access & Data Transmission Services, Category C – Independent Services through Cablevision Lightpath NJ LLC; and

**WHEREAS**, the term of the contract is five years with a maximum amount of the contract cost per year at \$650.00 per month for 6 addresses and dedicated internet at 500 Mb for the Borough of Metuchen, is \$7,800.00; and

**WHEREAS**, the Chief Financial Officer's certification of funds is made authorizing the award to purchase internet access and data transmission services, Category C – Independent Services in an amount not to exceed \$7,800 per year, for the year 2024 from the 2024 Temporary Budget and 2024 Adopted Budget appropriation line item 4-01-31-821-076 in the amount of \$7,800.00; and

**WHEREAS**, years two through five are subject to funds being made available in each year's adopted budget; and

**WHEREAS**, ESCNJ shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a purchase order to Cablevision Lightpath LLC, One Court Square West, Long Island City, New York, 11120.

**RESOLUTION 2024-51**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING PURCHASE FROM SOMERSET COUNTY COOPERATIVE  
PRICING UNLEADED GASOLINE, 87 OCTANE**

**WHEREAS**, there exists a need to purchase unleaded gasoline for the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

**WHEREAS**, this can be purchased through the Somerset County Cooperative Unleaded Gasoline, 87 Octane, Open-ended Contract #CC-0045-22, Co-operative Pricing Bid #2-SOCCP pursuant to the provisions of NJ.S.A. 40A:11-11 (5); and

**WHEREAS**, Somerset County Cooperative awarded the second year of a two-year contract #CC-0045-22 awarded on May 31, 2023; and

**WHEREAS**, this authorization to purchase under this award ends on May 31, 2024; and

**WHEREAS**, the maximum amount of the purchase of Unleaded Gasoline, 87 Octane fuel for the Borough of Metuchen is \$ 50,000.00 and is certified from the 2024 Temporary Budget and 2024 Adopted Budget, designated from Diesel and Gasoline Fuel Account Number 4-01-31-821-074; and

**WHEREAS**, the vendor chosen for award for purchase of Unleaded Gasoline, 87 Octane Fuel is National Fuel Oil, Inc., for the period of January 1, 2024, through May 31, 2024, with this authorization to purchase unleaded gasoline ending on May 31, 2024; and

**WHEREAS**, the County of Somerset, New Jersey shall be responsible for complying with the provisions of the Local Public Contracts Law (NJ.S.A. 40A:1 1-1 et seq.) and all other provisions of the revised statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

- I. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a Purchase Order to National Fuel Oil Inc., 175 Orange Street, Newark, NJ 07103, in an amount not to exceed \$50,000.00.

**RESOLUTION 2024-52**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR AUTOMOTIVE  
PARTS AND ACCESSORIES**

**WHEREAS**, there exists a need to purchase automotive parts and accessories for fleet management and repairs of Borough vehicles for the Borough of Metuchen, County of Middlesex, State of New Jersey; and

**WHEREAS**, automotive parts and accessories can be purchased through ESCNJ 20/21-38 Automotive Parts & Accessories; and

**WHEREAS**, the term of the contract is from November 20, 2020 to November 19, 2022, with a contract extension through November 19, 2024; and

**WHEREAS**, the authorization for purchases under this award expires on November 19, 2024; and

**WHEREAS**, the Chief Financial Officer's certification of funds is made authorizing the award to purchase automotive parts and accessories in an amount not to exceed \$32,000 for the year 2024 from the 2024 Temporary Budget and 2024 Adopted budget appropriation line item Streets & Roads, Vehicle Maintenance 4-01-26-765-025 in the amount of \$32,000.00; and

**WHEREAS**, ESCNJ shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a purchase order to Parts Authority, 3 Dakota Drive, Suite 110, New Hyde Park, New York, 11042.

**RESOLUTION 2024-53**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR MAINTENANCE  
AND REPAIR OF HEAVY DUTY VEHICLES – STREET SWEEPER**

**WHEREAS**, there exists a need for parts and maintenance and repair of Public Works heavy duty fleet trucks of the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

**WHEREAS**, these parts and services can be purchased through ESCNJ contract award 23/24-04 Class 4-8 Trucks; and

**WHEREAS**, said contract is in effect from July 1, 2023 through June 30, 2025; and

**WHEREAS**, the maximum amount for the maintenance and repair for the street sweeper of Borough of Metuchen is \$10,000.00 and funds are anticipated to be available in the 2024 Temporary budget and 2024 Adopted budget as certified by the Chief Financial Officer and that there is sufficient funds for such award and is available and is designated from Account number Streets & Roads-Vehicle Maintenance & Repair, 4-01-26-765-025 for these services; and

**WHEREAS**, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a Purchase Order to WE Timmerman 3554 US-22, Whitehouse, NJ 08888.

**RESOLUTION 2024-54**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING ESCNJ CONTRACT FOR MAINTENANCE  
AND REPAIR OF HEAVY DUTY VEHICLES – SANITATION EQUIPMENT**

**WHEREAS**, there exists a need for parts and maintenance and repair of Public Works heavy duty fleet trucks of the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

**WHEREAS**, these parts and services can be purchased through ESCNJ contract award 23/24-04 Class 4-8 Trucks; and

**WHEREAS**, said contract is in effect from July 1, 2023 through June 30, 2025; and

**WHEREAS**, the maximum amount for the maintenance and repair of Public Works heavy duty fleet trucks of the Borough of Metuchen is \$20,000.00 and funds are anticipated to be available in the 2024 Temporary budget and 2024 Adopted budget as certified by the Chief Financial Officer and that there is sufficient funds for such award and is available and is designated from Account number Streets & Roads-Vehicle Maintenance & Repair, 4-01-26-765-025 for these services; and

**WHEREAS**, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a Purchase Order to Sanitation Equipment Corporation, 80 Furler Street, Totowa, NJ, 07512.

**RESOLUTION 2024-55**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE PURCHASE OF FACILITIES  
MAINTENANCE AND REPAIR OPERATIONAL AND INDUSTRIAL  
SUPPLIES THROUGH STATE CONTRACT**

**WHEREAS**, there exists a need to tools, supplies related to facilities maintenance and repair and custodial/industrial supplies for the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

**WHEREAS**, this can be purchased through State Contract M0002 – Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies, 19-FLEET-00566 and 19-FLEET-00677 awarded to Grainger, Vendor number V00003164; and

**WHEREAS**, said contracts are in effect from September 1, 2018 through June 30, 2024; and

**WHEREAS**, the maximum amount of the purchase of tools, supplies related to facilities maintenance and repair and custodial/industrial supplies for the Borough of Metuchen is \$18,000.00 and funds are anticipated to be available in the 2024 Temporary budget and 2024 Adopted budget as certified by the Chief Financial Officer and that there is sufficient funds for such award and is available and is designated from Account number Buildings & Grounds, Building and Maintenance 4-01-26-772-024 and Account number Buildings & Grounds, Janitorial Supplies 4-01-26-772-035 for these goods; and

**WHEREAS**, the authorization to purchase under this award expires on June 30, 2024; and

**WHEREAS**, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a Purchase Order to the Grainger, 1001 Hadley Road, South Plainfield, NJ 07080.

**RESOLUTION 2024-56**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING STATE CONTRACT FOR AUTOMOTIVE  
PARTS AND ACCESSORIES**

**WHEREAS**, there exists a need to purchase automotive parts and accessories for fleet management and repairs of Borough vehicles for the Borough of Metuchen, County of Middlesex, State of New Jersey; and

**WHEREAS**, this can be purchased through State Contract # T2761, Master Blanket Purchase Order 85992 Non-OEM Automotive Parts & Accessories for Light Duty Vehicles, which is in effect until February 25, 2024, awarded to Samuels, Inc. T/A Buy Wise Auto Parts; and

**WHEREAS**, this award authorization expires on February 25, 2024; and

**WHEREAS**, the Chief Financial Officer's certification of funds is made authorizing the award to purchase automotive parts and accessories in an amount not to exceed \$20,000 for the year 2024 from the 2024 Temporary Budget and 2024 Adopted budget appropriation line item Streets & Roads, Vehicle Maintenance 4-01-26-765-025 in the amount of \$20,000.00; and

**WHEREAS**, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a purchase order to Samuels, Inc. T/A Buy Wise Auto Parts, 2091 Springfield Avenue, Vauxhall, New Jersey, 07088.



**RESOLUTION 2024-57**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD FOR PARTS AND MAINTENANCE AND  
REPAIR FOR VEHICLES THROUGH STATE CONTRACT**

**WHEREAS**, the authorization to purchase vehicle parts and maintenance and repair for fleet vehicles of the Borough of Metuchen, in the County of Middlesex, State of New Jersey was awarded by Resolution 2023-100 on March 6, 2023; and

**WHEREAS**, the award authorized these purchases through State Contract T0126–OEM & Non OEM Maintenance & Repair Services for Light/Medium Duty Vehicles, and through State Contract T2760 OEM Automotive Parts and Accessories for Light Duty Vehicles Class 4 or Lower; and

**WHEREAS**, said state contract T0126 is in effect from March 18, 2016 through March 17, 2023, extended until March 17, 2024 and state contract T2760 is in effect from August 5, 2019 through August 4, 2023; extended until August 4, 2024; and

**WHEREAS**, State Contract T0126 has been extended through March 17, 2024, for OEM & non-OEM maintenance and repair services for light/medium duty vehicles; & State Contract T2760 OEM Automotive Parts and Accessories for Light Duty Vehicles Class 4 or Lower through August 4, 2024, and

**WHEREAS**, the maximum amount for vehicle parts and maintenance and repair for fleet vehicles for the Borough of Metuchen was awarded in an amount not to exceed \$12,000.00 and funds were anticipated to be available in the 2024 Temporary budget and 2024 Adopted budget as previously certified by the Chief Financial Officer and that there were sufficient funds for such award and were available and is designated from Account number Streets & Roads-Vehicle Maintenance & Repair, 4-01-20-765-025; and

**WHEREAS**, this authorization for purchase of parts and maintenance and repair for vehicles expires on August 4, 2024; and

**WHEREAS**, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law; and

**WHEREAS**, this procurement is awarded under N.J.S.A. 19:44A20.4 et seq. using a fair and open process to Malouf Ford Lincoln Inc, Inc. for the purchase of vehicle parts and maintenance and repair for fleet vehicles of the Borough of Metuchen.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to continue the approval of the existing Purchase Order previously issued as a result of Resolution 2023-113 to Malouf Ford Lincoln Inc., PO Box 7480, 2210 US Highway 1, North Brunswick, NJ, 08902.

**RESOLUTION 2024-58**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING PURCHASE FROM SOMERSET COUNTY COOPERATIVE PRICING FOR RED DYED #2 DIESEL FUEL (ULTRA LOW SULFUR DIESEL), RED DYED WINTER BLEND DIESEL AND FUEL OIL-FIRST YEAR CC-0036-23**

**WHEREAS**, there exists a need to purchase diesel fuel for the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

**WHEREAS**, this can be purchased through the Somerset County Cooperative Red Dyed #2 Diesel Fuel (Ultra Low Sulfur Diesel), Red Dyed Winter Blend Diesel and Fuel Oil, Open-ended Contract #CC-0036-23, Cooperative Pricing Bid #2-SOCCP, First Year of a Two-Year Contract pursuant to the provisions of NJSA 40A:11-11 (5); and

**WHEREAS**, said contract is the first year of a two-year contract for Red Dyed #2 Diesel Fuel (Ultra Low Sulfur Diesel), Red Dyed Winter Blend Diesel and Fuel Oil, Open-ended Contract #CC-0036-23, Co-operative Pricing Bid #2-SOCCP which was approved on October 24, 2023 by the Somerset County Board of County Commissioners is effective from October 24, 2023, to October 23, 2024; and

**WHEREAS**, the authorization to purchase under this award expires on October 23, 2024; and

**WHEREAS**, the maximum amount of the purchase of Red Dyed #2 Diesel Fuel (Ultra Low Sulfur Diesel), Red Dyed Winter Blend Diesel and Fuel Oil for the Borough of Metuchen is \$50,000 and that there are sufficient funds for such award as certified from the 2024 Temporary Budget and 2024 Adopted Budget, designated from Diesel and Gasoline Fuel Account Number 4-01-31-821-074; and

**WHEREAS**, the County of Somerset, New Jersey shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a Purchase Order to National Fuel Oil Inc., 175 Orange Street, Newark, NJ 07103.

**RESOLUTION 2024-59**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING STATE CONTRACT PURCHASE FOR ROCK  
SALT AND TREATED SALT**

**WHEREAS**, there exists a need to purchase treated rock salt for use during inclement weather for the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

**WHEREAS**, this can be purchased through State Contract # T0213, 20-FLEET-01519, which is in effect until June 30, 2024, awarded to Morton Salt, Inc.; and

**WHEREAS**, the maximum amount of the purchase of treated rock salt and treated salt for the Borough of Metuchen is \$ 25,000.00 and that there are sufficient funds for such award of which \$ 25,000.00 as certified by the Chief Financial Officer from the 2024 Temporary Budget and 2024 Adopted Budget, from Current Budget Account, Streets and Roads, Snow Control Materials, 4-01-26-765-176; and

**WHEREAS**, this authorization to purchase rock salt and treated salt expires on June 30, 2024; and

**WHEREAS**, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, in the County of Middlesex as follows:

1. The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a purchase order to Morton Salt, Inc, 444 West Lake Street Suite 3000, Chicago, IL 60606.

**RESOLUTION 2024-60**

*Borough of Metuchen  
County of Metuchen  
State of New Jersey*

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT  
FOR BOROUGH SPECIAL COUNSEL**

**WHEREAS**, the Borough of Metuchen has a need to acquire the services of a Borough Special Services Attorney as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Requests for Qualifications were received on December 22, 2023 and reviewed by the Borough Administrator, Chief Financial Officer, and Borough Clerk; and

**WHEREAS**, the Chief Financial Officer anticipates that the value of the services rendered will exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is for the calendar year 2024 for professional legal services to assist the Borough with the defense of litigation instituted against the Borough and other Cannabis licensing process related matters and in relation to the Emergency Services/Fire Station Project; and;

**WHEREAS**, the maximum amount of the contract is \$50,000.00 as annual retainer and the Chief Financial Officer has certified that there are sufficient funds for such contract and is available and is designated from 2024 Temporary Budget and 2024 Adopted Budget Legal Account number 4-01-20-712-027 in the amount of \$30,000.00, and from Capital Bond Ordinance 2023 C-04-55-943-002 in the amount of \$20,000.00 for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen, in the County of Middlesex, as follows:

1. The Mayor is hereby authorized to execute and the Borough Clerk to attest an agreement between the Borough of Metuchen and McManimon Scotland & Bauman, 75 Livingston Avenue, Roseland, NJ 07068, reflecting a professional services contract consistent the terms and conditions of the within Resolution, acceptable in form to the Borough Administrator and Mayor.
2. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.4.
3. Notice of this action shall be printed once in The Home News Tribune.